

<b>CIAG 1: POLICIES</b>	<b>Indicators</b>	<b>Reference Sch Manual</b>	<b>Implementation</b>
Policy: <u>Curriculum Delivery</u>	ECE Centre Scheme Intentions, outline purpose of quality delivery Include Philosophy,	CIAG 1.1  1.6.1	
Policy: <u>Assessment</u>	Purpose identified Expectations set Clear directions to staff How is it monitored?  Portfolios, learning stories	1.2.1 1.2.2 1.2.3 1.2.4 1.2.5 1.2.6 1.2.7 1.7.1	
Policy: <u>Language</u>	Purpose & programmes Reflects school community	1.5	
Policy: <u>Inclusive Education</u>	IEP register, progress reports	1.3 1.4	
Policy: <u>ECE</u>	Opportunities to develop identity, independence & spirit of inquiry	1.1.9	
Policy: <u>Reporting</u>	Evidence of quality reporting to stakeholders on progress and achievement	2.3.2	
Policy: <u>Performance Development</u>	Appraisals & PD	3.1	
Policy: <u>Use of Personnel Resources</u>	Effective and efficient use of staff	3.2	
Policy: <u>Financial Management</u>	Process or system on recording income, expenditure, authority for signatures	4.1	
Policy: <u>Resource Management</u>	Current Asset register Replacement / maintenance plan of resources	4.2 4.2.1 & 2	
Policy: <u>Health &amp; Safety</u>	Provide a Safe physical & emotional environment for staff & students Abuse of students Accidents & emergencies Accident & incident register Hazards registers Behaviour management Guidance & counselling	5.1  5.2.1 5.2.2 5.2.3 5.2.4 5.2.5 5.2.6	

	Playground supervision Fire drill/evacuation Hurricane safety procedure Bus & road safety Administration of first aid Smoke free EOTC Physical & Emotional Health Crisis Management Administering Medication Handling of Blood Stray Animals Healthy Lunches	5.2.7 5.2.8 5.2.9 5.2.10 5.2.11 5.2.12 5.2.13 5.2.14 5.2.15 5.2.16 5.2.17 5.2.18 5.2.21	
Policy: <u>Enrolment</u>		6.4	
Policy: <u>Community use of Property/grounds/buildings</u>	Policy endorsed by Sch Com	6.10	

<b>CIAG 2: SCHEME</b>	<b>Indicators</b>	<b>Reference Sch Manual</b>	<b>Implementation</b>
<ul style="list-style-type: none"> <li>ECE</li> </ul>	Statements/prescriptions to direct and guide the Centre or school wide planning & delivery School goals for ECE How to identify and address barriers to learning, gender, special learning needs, Resources/inventory Links to whole school programmes and activities	1.1 1.2 1.3 1.4 1.5 1.6 1.7 1.8 1.9	

<b>SCHOOL/CENTRE PLANNING &amp; REVIEW</b>	<b>Indicators</b>	<b>Reference Sch Manual</b>	<b>Implementation</b>
Annual Action / Operational Plan	Mission, vision, Philosophy Centre/ school structure School/Centre goals / objectives Actions & strategies	2.1	
Strategic LT Plan (3-5 yr plan)	Current CIAG goals covered Identify baseline & targets	2.1	
Policy Review	policy review schedule evidence of School Committee minutes	2.2.2	
Learning & Teaching Review	progress towards goals, annual report	2.2	

	Review curriculum planning & delivery – cycle of learning, strands, goals, objectives Special Needs –numeracy, literacy, mid/end reports, prize giving & reliability of awards	2.2.1.6/1.8 2.2.1.6 2.2.1.7	
Quality Assurance:	Committee minutes of meetings Terms of reference Progress towards compliance Staff handbook	Education Act. (1986-87) Pt II Clause 14 - 25	
Reporting to stakeholders - MoE, parents/caregivers, students,	student reports/ portfolios, school newsletters, school committee reports	2.3-2.7	

<b>CIAG 3 Personnel</b>	<b>Indicators</b>	<b>Reference Sch Manual</b>	<b>Implementation</b>
Performance Development System	Evidence of appraisal process in place (obs) PDS reports sent to MOE for verification	3.1	
Position Descriptions	Each PD signed, dated and filed with Principal (Teachers, Management unit holders, ancillary staff) Job descriptions	3.2	
Professional Development	Needs analysed by principal Program schedule in place Evidence of school wide development (not just MOE)	3.1.2	
Staff Discipline issues?		3.1.3	

<b>CIAG 4 Finance</b>	<b>Indicators</b>	<b>Reference Sch Manual</b>	<b>Implementation</b>
Procedures in place for accounts	Documentary evidence of all financial transactions	4.1.1	
Reports to SMT & SC?	Financial statements	4.1.3	
Accounts audited	Evidence sighted	4.1.4	

<b>CIAG 5 Health &amp; Safety</b>	<b>Indicators</b>	<b>Reference Sch Manual</b>	<b>Implementation</b>
Fire/emergency drill reports & information displayed in all rooms	Evidence of drill (teacher planbooks? P's diary?)	5.2.8 5.3	
Community awareness of Health issues, drug free etc	Evidence? Discussion with Sch Com	5.2.12/13	

<b>CIAG 6 Administration</b>	<b>Indicators</b>	<b>Reference Sch Manual</b>	<b>Implementation</b>
Compliance	Office copy of Act, Instructions to school, schools manual, policies, schemes etc Student Data: Transfers, attendance registers Minimum hours of Instruction School open for 200 days Term returns EMIS returns (March) Financial statements to MoE Teacher reports Ancillary staff reports	6.1 6.2  6.5, 6.6 6.4 6.7 6.12 6.9 6.7 6.8 4.1.3 & 4 3.1.4 3.2.4	